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| **Ahmed Mohammed Al Hodar****Government Relations Officer (GRO)****Public Relation Officer (PRO)****Human Resources (HR)****Aramco Coordinator** Eastern Province, Saudi Arabia • Ahmed\_alhodar@yahoo.com • +(966) 55 3461038 |
| A talented and hard-working person with excellent experience in Government works filed (GRO) and Aram co arrangements works (coordinating) using Websites access & manually. Highly organized, having experience of around 6 years in KSA, with strong inter-personal communication skills, Acquired abilities to deal with people at all levels and take independent decisions in high-pressure environment. Ability to plan new procedures, ready for long term association, which required skills and knowledge. |
| **EDUCATION** |  |
| **\*Human Resources** **Diploma** | **Mec For Consultation****&Training 2023** |
| **PROFESSIONAL EXPERIENCE** |  |
| **Al-Kuthban Engineering Consulting & Project Management Office**HR, GRO & Aramco Coordinator* Issue and renewal all company certificate & licenses and meet layers to process the license if needed.
* manage the invoice for suppliers in office file and record that in excel sheet for office review.
* involve in hiring new employees by interview and discussing them C.V.
* make request for visit visa and follow the expiry visa.
* visit any embassy in Riyadh if there any problem to issue visit visa.
* meet with Aramco group for issue Aramco id with Aramco car sticker for any project.
* follow the medical card issuing for employees and for issue new iqama.
* Process request to labor office to get new iqama and Follow the processing with embassy until the employee Arrive to Saudi country to get his new iqama.
 | **Khobar, Saudi Arabia****Mar 2023 - Present****Jan 2017 – Nov 2018** |
| **Air Products LTD**HR, GRO & Aramco Coordinator* Meet with all Managers in Kingdom of Great Britain to Discuss about Issue and renewal all company certificate & licenses and meet lawyers to process the license if needed.
* manage the invoice for suppliers in office file and record that in excel sheet for office review.
* involve in hiring new employees by interview and discuss them C.V.
* make request for visit visa and follow the expiry visa.
* visit any embassy in Riyadh if there any problem to issue visit visa.
* meet with Aramco group for issue Aramco id with Aramco car sticker for any project.
* follow the medical card issuing for employees and for issue new iqama.
* process request to labor office to get new iqama and follow the processing with embassy until the employee arrive to Saudi country to get his new iqama.
 | **Saudi Arabia****Apr 2016 – Aug 2017** |
| **Drigados Gulf Contracting COPMANY**GRO & SABIC Coordinator* Prepare gate pass for employees, cars, Truck and Equipment to work in field.
* Supervisor of workers
 | **Jubail, Saudi Arabia****May 2014 – Nov 2015** |
| **Tidewater Al-Rushaid Company Ltd. (TDW AR). A Member of Al-Rushaid Group**GRO, Aramco Coordinator & Marin in Ras Tanura and Tanajib* Preparing and following all government issues by online websites.
* Issue and renewal all company certificate & licenses.
* Issue and Renewal employees’ official paper with all government directions.
* Stamping, Attesting and confirming the company contracts, visas …etc. from the required government directions. § Using the banks channels to settle all company required payment ( SADAD System ).
* Making the proper documentations for the employees issues and company’s official papers.
* Managing Aramco requirements from company regarding to company profile with them.
* Preparing, Issuing, following and closing all company matters with Aramco , such as Gate pass , IDs, Portal Access , temp. Pass for employees, vehicles and equipments , stickers , license , by all available resources whether with extra net or manually .
 | **Khobar, Saudi Arabia****July 2011 – Jan 2014** |
| **Precision Drilling Services Company. A members of Weatherford International GROUP**GRO & Aramco Coordinator* Issue and renewal all company certificate & licenses.
* Issue and Renewal employees’ official paper with all government directions.
* Stamping, Attesting and confirming the company contracts, visas …act from the required government directions.
* Making the proper documentations for the employee’s issues and company’s official papers.
* Managing Aramco requirements from company regarding to company profile with them.
* Preparing, Issuing, following and closing all company matters with Aramco, such as Gate pass, IDs, Portal Access, temp. Pass for employees, vehicles and equipment’s, stickers, license, by all available resources whether with extra net or manually.
 | **Khobar, Saudi Arabia****Aug 2008 – May 2011** |
| **FIFA CONTRACTING COPMANY**GRO & Aramco Coordinator* Work inside Aramco in ADMIN Building for Aramco Employees For (renewal them Saudi passport, Saudi Driving license and Renewal Iqamah for housemaid with driving license to The drivers)
 | **Jubail, Saudi Arabia****Jan 2006 – Apr 2007** |
| **Fugro Suhimi LTD**Lab Technician* Make Compaction to check destiny earth.
* Use the X-Ray after compaction.
* Take sample form the concrete to check the pressure quality in the laboratory.
 | **Jubail, Saudi Arabia****Jan 2001 – Jan 2005** |
| **PERSONAL SKILLS** |  |
| • Adaptivity • Teamworking • Hardworking |
| **COURSES** |  |
| * Introduction to Human Resources Functions
* Executive Assistant Series – Positive Interaction
* Executive Assistant Series – Practice MS office Skills
* Executive Assistant Series – Communicate Effectively
* Work Ethics and an Introduction to Labor Culture
* Basics of management
* Key Negotiation Skills
* Risk management
* Testing of Construction Materials (CONCRETE TECHNOLOGY)
* A Certificate of English Courses
* A training course to explain the social security system Organization by the Social Insurance Office in the Eastern Province.
* Complete his role in the name of information security
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